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YOUR GOVERNMENT AT A GLANCE

THE CITY OF LOS ANGELES

EPHEBIAN OATH OF ALLEGIANCE

We will never bring disgrace to this our City, by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks. We will fight for the ideals and sacred things of the City, both alone and with many. We will revere and obey the City's laws and do our best to incite a like respect in those above us who are prone to annul or set them at naught. We will strive unceasingly to quicken the public sense of civic duty. Thus, in all these ways, we will transmit this City not only not less, but far greater and more beautiful than it was transmitted to us.

(This is a translation of the oath which ancient Athens reguired its young men to take when they became Ephebians. The Ephebians constituted a distinct official order, recognized and honored by the State and regarded by the People as the Hope and Pride of Athens.)

Your Government at a Glance

Facts about the City of Los Angeles

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Compiled
by

ELIAS MARTINEZ
City Clerk
1992 Edition

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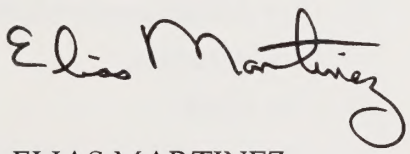
FOREWORD

This booklet has been prepared to meet demands for a brief summary of municipal government functions and activities. Additional general information is also provided about the City Government of Los Angeles.

There is an increasing interest in municipal affairs. This booklet was originally prepared and has been periodically updated in the belief that the summary-form factual information provided will be of benefit to interested citizens, students of government and to employees entering Los Angeles City service.

Cooperation of the City departments, agencies and bureaus made the booklet possible.



ELIAS MARTINEZ
City Clerk
City of Los Angeles

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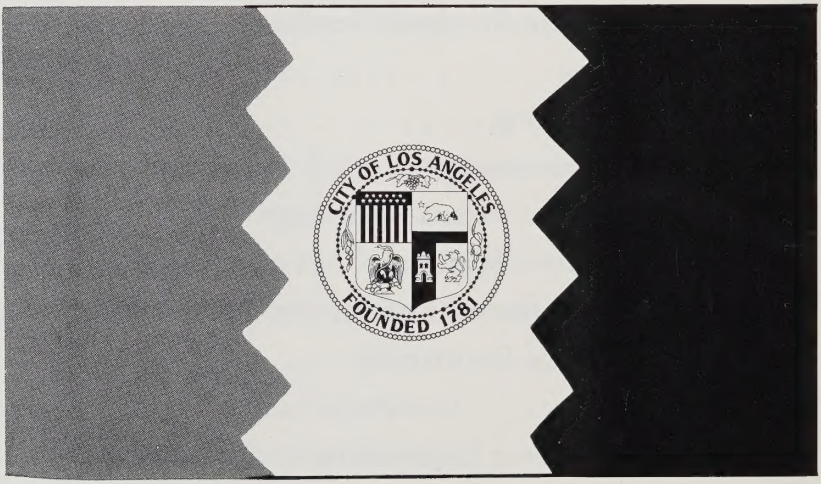
THE CITY FLAG OF THE CITY OF LOS ANGELES

The original flag of the City of Los Angeles was designed in 1931. Ordinance 70,000 officially gave the City its own flag, then known as the "Fiesta Flag" on July 22, 1931, designed for the City's 150th birthday (Sesqui-Centennial).

The 8′ x 12′ banner has a taffeta background of notched stripes of red, golden-yellow, and green. The red represents the vineyards, the golden-yellow depicts the orange groves, and the green symbolizes the olive trees. The colors of the flag are also found in the flags of Spain and Mexico, whose past was very important in the early history of Los Angeles. The replica of the City Seal is shown in the center of the flag.

The flag was designed by Roy E. Silent and E.S. Jones of Los Angeles. Raising of the flag occurred in April 1937, eighty-seven years after incorporation of the City. The flag was presented to Mayor Frank E. Shaw by Isadore B. Dockweiler, president of the La Fiesta Association.



GREEN YELLOW RED

THE CITY SEALS OF THE CITY OF LOS ANGELES

1854 - 1905

Los Angeles City Seal 1854-1905

The Minutes of the Common Council written in Spanish, read "The City shall provide itself with a seal to be attached to public documents." The seal was to show a cluster of grapes and leaves surrounded by the words "Corporation of the City of Los Angeles."

By 1905, a seal representing more than the industry of grapes was needed. On March 27, 1905, Ordinance 10,834 authorized the present City Seal.

1905 TO
THE PRESENT

Los Angeles City Seal 1905 to the Present

Ordinance 10,834 describes the City Seal being used today. It explains that the lion and the castle are from the Arms of Spain and represent Los Angeles under Spanish rule from 1542-1821. The eagle holding the serpent is from the Arms of Mexico and represents Los Angeles under Mexican rule from 1822-1846.

The Bear Flag shows the California Republic of 1846. The stars and stripes indicate Los Angeles as an American city. The olives, grapes, and oranges are reminders that Los Angeles is a garden community. The Rosary around the Seal represents the part played by the Mission Padres in the early years of Los Angeles.

LOS ANGELES AT A GLANCE

Founded	*Incorporated*
September 4, 1781	April 4, 1850

Population

1990 U.S. Census	3,485,398
1980 U.S. Census	2,966,763
1970 U.S. Census	2,811,801
1960 U.S. Census	2,479,015
1950 U.S. Census	1,970,358
1940 U.S. Census	1,504,277
1930 U.S. Census	1,238,048

Area

465.9 square miles

Extreme distance north and south	44 miles
East and west	25 miles
Length of City Boundary	315 miles

Topography

Elevation ranging from sea level to 5,080 feet (Elsie Peak). Average elevation about 275 feet.

Temperature

Mean over 80-year period	64.4
Highest - September 1, 1955	110.0
Lowest - January 4, 1949	27.9

Rainfall

Normal annual ..... 14.68 inches

Form of Government

Mayor-Council-Commission form as provided by Freeholders' Charter effective July 1, 1925. Mayor, City Controller, and City Attorney elected by the people every four years. Fifteen City Council members representing fifteen districts are elected by the people for four-year terms. Members of Commissions are generally appointed by the Mayor, subject to the approval of the City Council. With but few exceptions all other officials and employees of the City are subject to civil service provisions of the Charter.

City Hall

200 N. Spring Street, Los Angeles 90012,
(213) 485-2121

- The Los Angeles City Hall and grounds occupy one square block in Civic Center.
- Building was dedicated April 26, 1928.
- Financed by bond issue.
- Total cost of building, real estate and furnishings — $9,726,837.48.
- Height of building above Main Street is 454 feet.
- Gross floor area, including garages, is 912,292 square feet, approximately 21 acres.

City Hall South

111 East First Street, Los Angeles 90012

- Building was dedicated in October, 1954.
- Building has ten floors plus basement.
- Gross floor area - 138,334 square feet, plus 55,640 square feet of landscaped grounds.

City Hall East

200 North Main Street, Los Angeles 90012

- Height - 280 feet above Main Street, 18 stories plus helipad, and 4 levels below Main Street.
- Gross floor area above Main Street - 549,000 square feet.
- Gross floor area at Mall level - 85,800 square feet.
- Gross area for 3 parking levels between City Hall South and City Hall East - 268,500 square feet.

East Mall and Underground Parking

- Gross Parking Area: 1,051,800 square feet.
- Gross Mall Area: 272,900 square feet.

Founding and Incorporation

The first settlers of the City of Los Angeles consisted of 14 families numbering 44 individuals. The ceremonies founding the City took place on September 4, 1781. At this time, Colonel Felipe De Neve, who was then Governor of the Spanish Province of Alta California, officially applied the name "El Pueblo de la Reina de Los Angeles" or "The Town of the Queen of the Angels."

The City of Los Angeles was incorporated on April 4, 1850. At that time it had a population of 1610 (U.S. Census) and an area of 28 square miles. It did not have a graded street, a sidewalk, a water system, lights, nor a single public building of its own. Every citizen on Saturday morning swept or cleaned up the street in front of his own domicile. Street lighting was simple, for each owner whose house faced the street was obliged to put a light at the door in front of his house during the first two hours of every dark night.

Los Angeles Today

Today Los Angeles has a population of over three million people, an area of 465 square miles, 7,366 miles of streets, water and power brought from mountains hundreds of miles away, and thousands of publicly-owned structures of various types. The friendly lanterns that once hung at the door have been replaced with electrolier lights and utilitarian lights. Adobe houses have been replaced with modern buildings and residences; volunteer police and fire departments have been succeeded by highly trained, properly equipped and well organized municipal forces, and mud flats have been dredged to become one of the world's busiest harbors at Wilmington and San Pedro.

Citizens' Interests

Your City government touches your life at more points more frequently than any other governmental agency, be it federal, state, or county. The City government furnishes water, supplies electricity, provides ambulance, police, sanitation and fire services, maintains streets, maintains parks and provides other essential services to citizens.

In a very real sense, the City government is a huge corporation with over 3 million stockholders — the second largest city in the United States. This City, in which you are a stockholder, is engaged in business exceeding several billion dollars a year.

Municipal Organization

The basic law of the government of the City of Los Angeles is found in the City Charter, adopted by a vote of the people in 1924, effective July 1, 1925, and subsequently amended from time to time. The Charter provides for a mayor-council type of municipal system, the Mayor being the executive branch and the Council the legislative. The governmental machinery consists of approximately 39 departments and bureaus which are headed by General Managers or advisory or controlling Boards or Commissions appointed by the Mayor subject to confirmation of the Council. The salary of members of the Board of Public Works, the only full-time board, is by ordinance. The members of most citizen boards receive a minimum of $50 per meeting. Members of the Airport, Harbor, and Water and Power Boards receive $50 per meeting not to exceed $250 per month.

CITY LEADERS

The Mayor

The Mayor serves as the elected head of City government, is elected at large and serves a four-year term. The Mayor, more than any other City official, is held responsible for the conduct of City affairs. As executive officer of the City, the Mayor submits proposals and recommendations to the Council, approves or vetoes ordinances passed by the Council, and is active in the enforcement of the ordinances of the City. The Mayor recommends and submits the annual budget and passes upon subsequent appropriations and transfers; appoints and may remove certain City officials and commissioners, subject to confirmation by the Council; secures cooperation between the departments of the City; receives and examines complaints made against officers and employees; and coordinates visits of foreign and domestic dignitaries with concerned public and private organizations. The Mayor is also Director of the Emergency Operations Organization.

The City Council

The Council is the governing body of the City except as otherwise provided in the Charter, and enacts ordinances subject to the approval or veto of the Mayor. It orders elections, levies taxes, authorizes public improvements, approves contracts, and adopts traffic regulations. The Council adopts or modifies the budget proposed by the Mayor and provides the necessary funds, quarters, equipment, and supplies for the budgetary departments. The Council confirms or rejects appointments proposed by the Mayor, and prescribes duties of boards or officers not defined by Charter.

The first City Council, of seven members, held its initial meeting on July 3, 1850. With the rapid growth of the City have come many problems affecting lives and welfare of its residents, such as traffic control, sewage and garbage disposal, recycling, environmental quality, fire and police protection, flood control, public utility regulation, and many other functions. Responsibility for the proper solution of these problems rests with the City Council which now consists of fifteen members elected by districts. The Council meets at ten o'clock in the morning in the Council Chamber of the City Hall three days each week, Tuesday, Wednesday, and Friday. Meetings are open to the public.

Council Members shoulder a responsibility far heavier than most citizens suspect. The average citizen's first thought when a problem arises is to write, telephone, or call upon the Council Member. The reason is obvious. The Council Member knows the district and the constituents with more intimate understanding than can more distant representatives, and a citizen can know the Council Member by simply dropping in at the City Hall, or by attending public meetings. This is why, in spite of rigid separation among legislative, executive, and judicial branches of municipal government, Council Members constantly receive requests for adjustment of matters beyond their jurisdiction.

The Council is provided technical assistance by the Chief Legislative Analyst's Office. Personnel from this office are assigned to work with the various Council Committees and the Council as a whole to gather information which the Council may require for passage of City legislation.

Council Committees

Committees: As required by the City Charter, the Council is organized into fifteen committees to facilitate adequate consideration of matters subject to its attention. All are appointed by the President. Each Council member is the chairperson of one committee and a member of two others. Special committees are appointed and function in accordance with the authority creating them.

Committees meet at a time set, or upon call of the Chairperson. Through reports and hearings, they obtain information on matters under consideration and make recommendations thereon to the Council in the form of signed written reports which are briefed on an Agenda by the City Clerk for the information of individual Council Members, City Departments, and the public.

DEPARTMENTS AT A GLANCE

Department of Aging

This Department, a designated Area Agency on Aging (AAA), is in charge of the planning, coordination, direction and management of the City's senior citizens' activities. The functions of the Department include planning, implementation and monitoring of programs for seniors; acting as a resource in providing information about and referral to community services; conducting advocacy on behalf of the interests and welfare of the senior community; and administering and overseeing all funds given to service providers. The Department's programs are carried out in compliance with the Older Americans Act and the Older Californians Act.

The Department provides services directly and through contracts with community organizations. Services provided directly include, but are not limited to, Information and Referral, the Carrier Alert Program, the Emergency Alert Response System, and the Senior Community Services Employment Program. In addition, the Department coordinates Older Americans Month activities in May of each year.

A variety of supportive social service programs (e.g., Legal, Ombudsman, Multilingual Information and Referral, Case Management, In-Home Services) and congregate and home-delivered nutrition services are provided through contract. The City is divided into 15 Aging Service Areas each of which contains a Senior Multipurpose Center serving as a community focal point for these services.

For more information on programs funded by the Department, call 1-(800) 834-4777.

Department of Airports

The Department of Airports, under its Board of Commissioners, is responsible for the management, supervision, and control of all airports and airport facilities under the jurisdiction of the City of Los Angeles.

These airports are:

1. Los Angeles International Airport (LAX)
2. Ontario International Airport (ONT)
3. Van Nuys Airport (VNY)
4. Palmdale Regional Airport (PMD)

These airports are among the busiest in the entire world.

Animal Regulation Department

This Department enforces laws and ordinances regulating the care, custody, control, and prevention of cruelty to all animals within the City. It operates and maintains animal care and control centers, spay and neuter clinics, and issues permits for the operation of animal establishments and makes inspections thereof. The Department issues dog and equine licenses and collects dog and equine license taxes, and participates in the State rabies control program. The Department also issues cat identification tags and collects cat identification tag fees. The Department enforces the Leash Law; inspects medical research laboratories; and accepts unwanted animals.

Main Office .....(213) 893-8470
419 South Spring Street
Los Angeles, CA 90013

District Offices:
8:00 am. to 5:00 pm. Mon-Sat, 8:00 a.m. to 7:00 p.m. Wednesdays. (24-hour emergency service available)

North Central Animal Care
and Control Center .....(213) 222-7138
(East of Hollywood Freeway and South of Ventura Freeway)
3201 Lacy Street
Los Angeles, CA 90031

South Central Animal Care
and Control Center ..... (213) 731-8281
3612 Eleventh Avenue
Los Angeles, CA 90018

Harbor Animal Care
and Control Center.....(310) 831-2414
735 Battery Street
San Pedro, CA 90731

West Los Angeles Animal Care and Control Center
(North of Santa Monica Freeway and West of
San Diego Freeway).....(310) 820-2691
11950 Missouri Avenue
Los Angeles, CA 90025

East Valley Animal Care
and Control Center.....(818) 764-7061
(North of Ventura Freeway and West of
Hollywood Freeway)
13131 Sherman Way
North Hollywood, CA 91605

West Valley Animal Care
and Control Center.....(818) 882-8800
20655 Plummer Street
Chatsworth, CA 91311

Barking Dogs — Dog barking complaints must be submitted in writing to your local animal care and control center with name, address, and telephone number of the complaining party, a description of the nuisance, and name and address of the dog owner.

Dead Animal Pickup — The Bureau of Sanitation will remove dead animals from your property or from public streets in the City. Dead animals cannot be removed from under your house or inaccessible places. Call (818) 989-8521 (Valley Area); (213) 485-4906 (East of La Brea); (213) 272-6376, Ext. 393 (West of La Brea).

Dog Nuisances — Pet owners who allow their dogs to commit a nuisance on any parkway, sidewalk, or other public property without removing it violate a City ordinance. Violations must be witnessed by an Animal Control Officer.

Found Pets — Dogs and cats are personal property. It is against the law to keep a found pet. Call your nearest animal care and control center.

Leash Law — Dog owners must either confine their pets to their property or put them on a leash when walking them. Complaints about loose dogs should be reported to your nearest animal care and control center.

Licenses — Licenses are an aid to recovering lost dogs and equine. The animal care and control center will contact the owner of a licensed found animal. Fees may be mailed or paid in person.

Cat — License not required, but you may voluntarily purchase an identification tag for $5 which is valid for the life of the cat. A maximum of 3 cats are permitted per household.

Dog — License and proof of valid anti-rabies inoculation required after the dog is 4 months old; if the dog has been spayed or neutered, or has been certified by a veterinarian to be incapable of breeding, fee is $8.00; otherwise, fee is $18.00. Valid one year from date of issuance. A dog license may be issued free of charge if the dog is needed to assist a blind, deaf or disabled person. A maximum of 3 dogs are permitted per household. Seniors 62 years of age or older may obtain a free license for the life of one dog if they qualify by having the dog spayed or neutered and by meeting the maximum household income limitation.

Horse -- A fee of $14 must be paid for each equine over the age of one year. Valid one year from date of issuance.

Purchase of Pets — You may purchase unclaimed pets from any animal care and control center.

Rabies Inoculation Clinics — The Department of Animal Regulation sponsors low-cost clinics on specified days throughout the year. Call your local animal care and control center for dates and locations or call (213) 893-8566 for information.

Spay and Neuter Clinics — The Department of Animal Regulation operates a low-cost spay and neuter clinic for dogs and cats at four locations:

North Central Clinic
(Monday through Thursday) .....(213) 222-2669
East Valley Clinic.....(818) 764-4411
South Central Clinic.....(213) 734-0470
Harbor Clinic (Fridays only).....(310) 831-2414

Have your dog or cat altered to help reduce the excessive animal population in the City of Los Angeles.

Building and Safety Department

This Department enforces all ordinances and laws relating to the construction, alteration, repair, demolition, removal or relocation of buildings or structures as well as the installation, alteration, repair, use and operation of heating, plumbing, lighting, ventilating, refrigerating, electrical and mechanical appliances and equipment therein. The Department enforces the zoning ordinance of the City; provides a preventive as well as a corrective program for the rehabilitation of substandard dwellings, commercial buildings, apartment

houses, hotels, schools, hospitals and places of public assembly; provides a program for inspection of all excavations and fills on private property; enforces the swimming pool fencing ordinance; tests and approves electrical and plumbing appliances and equipment for sale in the City; provides reports of residential building records and pending special assessment liens to potential purchasers prior to sale or exchange; and inspects residential property on request to determine its compliance with City code requirements.

Questions regarding matters listed above should be directed to one of the following offices:

Central Office.....(213) 485-5372
Room 403, City Hall
Los Angeles 90012

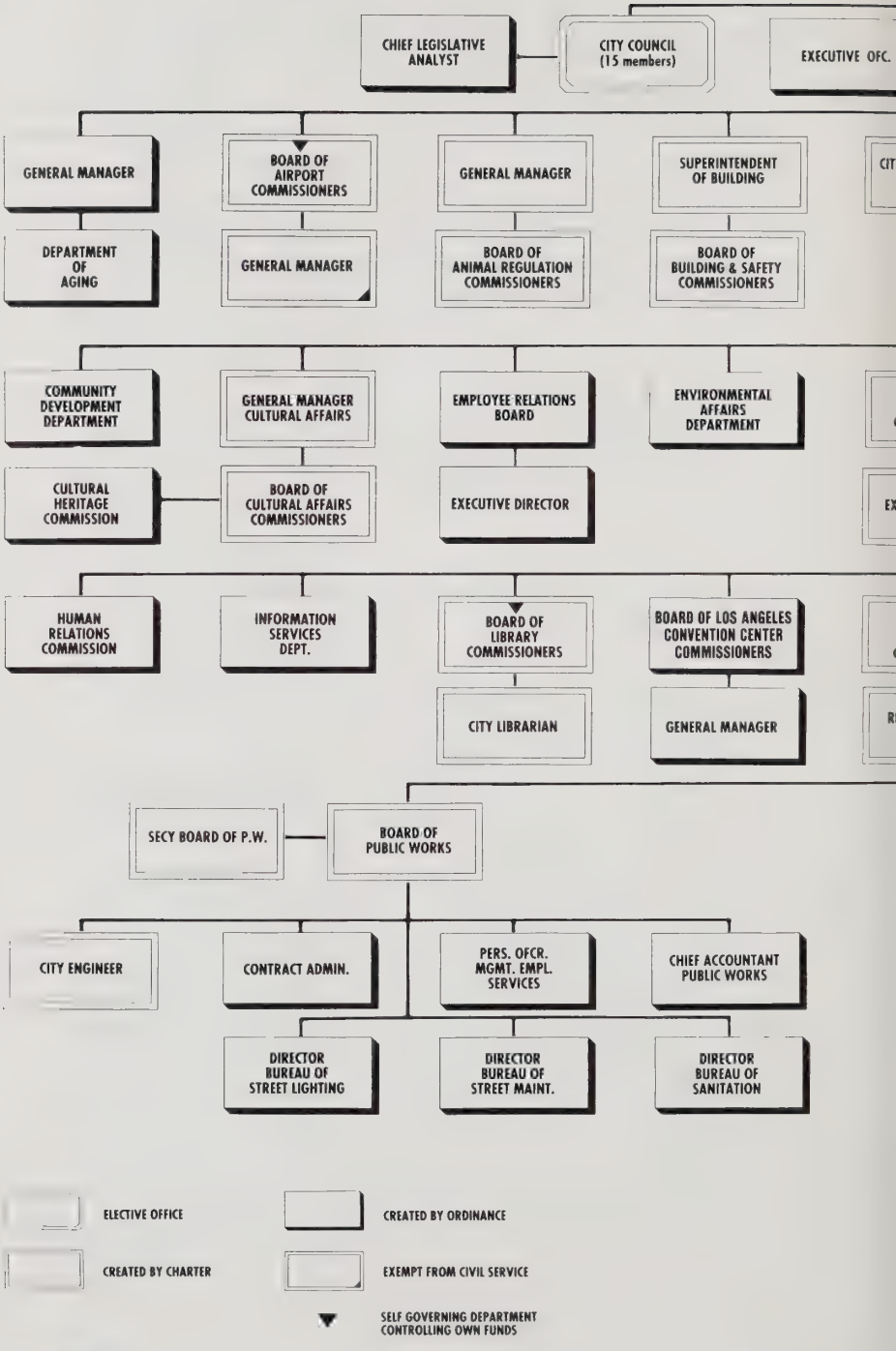
Van Nuys Office.....(818) 989-8256
14425 Erwin Street
Van Nuys 91401

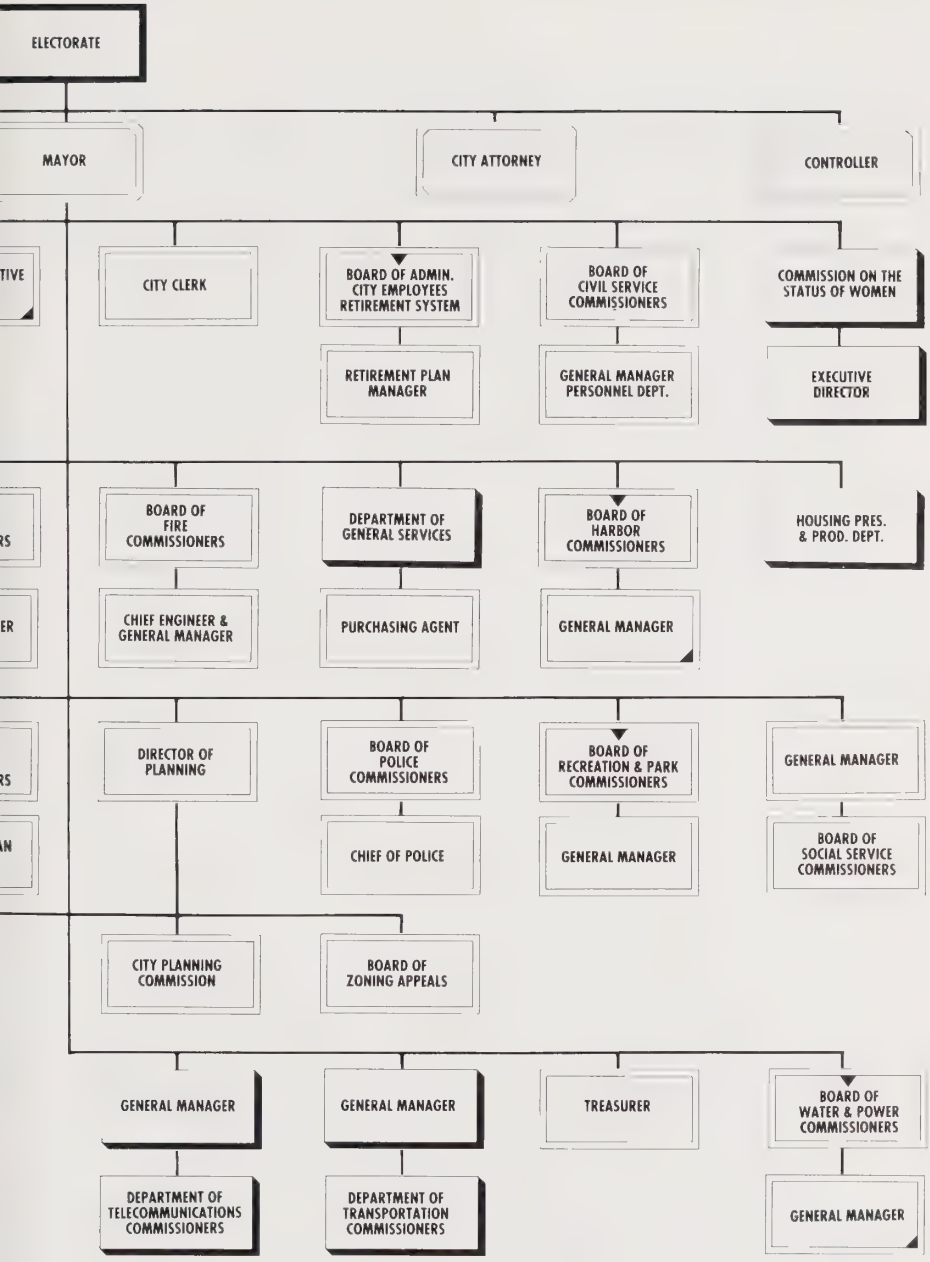
West Los Angeles Office.....(310) 312-8378
1645 Corinth Avenue
Los Angeles 90025

San Pedro Office.....(310) 548-7554
638 South Beacon Street
San Pedro 90731

Wilshire District Office .....(213) 485-7843
443 South Shatto Place
Los Angeles 90020

West Valley District Office .....(818) 376-6934
19040 Vanowen Street
Reseda 91335


CHIEF LEGISLATIVE ANALYST
CITY COUNCIL (15 members)
EXECUTIVE OFC.
GENERAL MANAGER
DEPARTMENT OF AGING
BOARD OF AIRPORT COMMISSIONERS
GENERAL MANAGER
GENERAL MANAGER
BOARD OF ANIMAL REGULATION COMMISSIONERS
SUPERINTENDENT OF BUILDING
BOARD OF BUILDING & SAFETY COMMISSIONERS
COMMUNITY DEVELOPMENT DEPARTMENT
CULTURAL HERITAGE COMMISSION
GENERAL MANAGER CULTURAL AFFAIRS
BOARD OF CULTURAL AFFAIRS COMMISSIONERS
EMPLOYEE RELATIONS BOARD
EXECUTIVE DIRECTOR
ENVIRONMENTAL AFFAIRS DEPARTMENT
HUMAN RELATIONS COMMISSION
INFORMATION SERVICES DEPT.
BOARD OF LIBRARY COMMISSIONERS
CITY LIBRARIAN
BOARD OF LOS ANGELES CONVENTION CENTER COMMISSIONERS
GENERAL MANAGER
SECY BOARD OF P.W.
BOARD OF PUBLIC WORKS
CITY ENGINEER
CONTRACT ADMIN.
PERS. OFCR. MGMT. EMPL. SERVICES
CHIEF ACCOUNTANT PUBLIC WORKS
DIRECTOR BUREAU OF STREET LIGHTING
DIRECTOR BUREAU OF STREET MAINT.
DIRECTOR BUREAU OF SANITATION
ELECTIVE OFFICE
CREATED BY CHARTER
CREATED BY ORDINANCE
EXEMPT FROM CIVIL SERVICE
SELF GOVERNING DEPARTMENT CONTROLLING OWN FUNDS



NOTE NO. 1: ALL APPOINTMENTS BY THE MAYOR SUBJECT TO CONFIRMATION BY THE COUNCIL.

NOTE NO. 2: ALL BOARDS AND COMMISSIONS HAVE EITHER FIVE OR SEVEN MEMBERS, ONE APPOINTED EACH YEAR FOR A FIVE YEAR TERM AND EXEMPT FROM CIVIL SERVICE.

City Administrative Officer

The City Administrative Officer is the chief financial advisor to the Mayor and the Council and reports directly to both. The City Administrative Officer conducts investigations, carries out research and makes recommendations on a wide variety of City management matters for the Mayor and Council. The City Administrative Officer assists the Mayor and Council in the preparation of the City budget, plans and directs the administration of the budget and directs the development of work programs and standards. The City Administrative Officer represents the management of the City in negotiating all labor contracts. In addition, the City Administrative Officer conducts periodic management audits of City departments, administers a risk management program, coordinates disaster preparedness activities and program, conducts a productivity improvement program, chairs and participates on many coordinating committees and performs other duties as required by the Mayor or the Council.

City Attorney

The City Attorney is attorney and legal adviser to the City of Los Angeles, a municipal corporation, and the Council, all officers, boards, and departments, and the following departments having control over their own funds: Water and Power, Harbor, Airports, City Employees' Retirement System, and Fire and Police Pension Systems. The City Attorney renders legal opinions construing Federal and State laws, the Charter, and ordinances. The City Attorney examines contracts and ordinances as to form and legality and is often called upon to pass on the legality of the various activities of the City and its officials. The City Attorney represents the City and its boards and officers in all civil trials and legal proceedings before

all courts, including both State and Federal. The City Attorney represents the City in connection with the defense of all tort claims and resulting lawsuits filed, and before the Workers' Compensation Appeals Board and all courts in connection with workers' compensation claims and litigation. The City Attorney has jurisdiction to prosecute all misdemeanors occurring in the City, including violations of State laws and ordinances of the City. The City Attorney also acts for the City as an advocate before the United States Congress and the State Legislature and their respective committees and represents the City in proceedings before the State Public Utilities Commission, the Federal Power Commission, the Civil Aeronautics Board, the Federal Maritime Board, and other Federal and State administrative bodies and committees in matters wherein the City has an interest.

City Clerk

The City Clerk serves as the Clerk of the City Council and maintains a record of all Council proceedings; maintains the official City records and archives; maintains a record of all real estate ownership in the City for use by other departments and the public; administers all City elections; is the ex-officio Tax Collector for the City and administers the collection of all business and related taxes; issues Police and Fire permits; provides special presentations for the Council and the public, special administrative and personnel services to the Council, and provides staff assistance to Council Committees. The City Clerk also provides a records management service for all City departments. All claims filed against the City must be received and recorded by the City Clerk.

Information about the following services can be obtained by calling the telephone numbers listed below:

Claims against the City .....(213) 485-5705
City Council Agendas.....(213) 485-5701
Property ownership .....(213) 485-5741
Elections.....(213) 485-3581

Business tax certificates may be secured or business tax claims may be filed at any of the following office locations:

Main Office (8 a.m.-5 p.m.).....(213) 626-9271
200 N. Spring Street Room 101, City Hall
Los Angeles 90012

Hollywood Office (8 a.m.-5 p.m.) (213) 485-3935
6501 Fountain Avenue
Los Angeles 90028

San Pedro
(Monday-Wednesday-Friday).....(310) 548-7646
(8 a.m.-12:00 noon)
(1:00 p.m. - 4:30 p.m.)
638 S. Beacon Street, Room 30
San Pedro 90731

Van Nuys (8 a.m.-5 p.m.).....(818) 989-8531
14401 Erwin Street Mall
Van Nuys 91401

Watts City Hall
(Tuesday-Thursday-Friday).....(213) 566-5331
(1 p.m.-4:30 p.m.)
1513 E. 103rd Street
Los Angeles 90002

Westchester (Tuesday-Thursday)...(310) 670-3080
(8 a.m.-12:00 noon)
(1:00 p.m.-4:30 p.m.)
7166 West Manchester Avenue, Room 9
Los Angeles 90045

West Los Angeles
(8 a.m.-5 p.m.).....(310) 575-8888
1828 Sawtelle Boulevard
Los Angeles 90025

City Employees' Retirement System

This Department, under its Board of Administration, is vested with the exclusive management control of the investments of the City Employees' Retirement Fund and the administration of provisions of the City Charter and Administrative Code relative to the retirement, disability death benefits provided for all City employees, except the sworn forces of the Fire and Police Departments, and the employees of the Department of Water and Power.

City Ethics Commission

In 1990, the voters of Los Angeles passed the strongest ethics law in the nation. The City Ethics Commission has the power to implement, administer, and enforce all City laws relating to government ethics, conflicts of interest, and campaign financing.

The Commission is the City's official filing office for Statements of Economic Interest, and lobbying and campaign disclosure reports. It has the authority to audit such reports, to investigate violations, and to impose administrative penalties for violation of City laws and regulations governing these matters. The Commission is also in charge of the City "whistle blower" hotline.

The City Ethics Commission will, upon request, provide candidates and officeholders with advice and opinions regarding conduct under the ethics law. The Commission also conducts educational seminars on the ethics rules for elected officials, employees, nominees, candidates and the public.

Commission on the Status of Women

The Los Angeles City Commission on the Status of Women was established by ordinance in 1975 and made a permanent City department in 1980. Its purpose is to assist in assuring to all women the opportunity for full and equal participation in the affairs of city government and promote the general welfare of women in the Los Angeles community. The Commission is authorized to: inform and advise the Mayor and City Council of the needs of women, investigate conditions which adversely affect women and recommend remedies, and maintain an active liaison with community groups. Activities include: conferences, workshops, and seminars; public hearings; special events (exhibits, receptions); publications; information and referral services; and legislative advocacy. Information can be obtained by calling (213) 485-6533.

Community Development Department

This Department administers a wide variety of important programs in and for the communities which make up the City of Los Angeles. Over 300 programs, using Federal, State and local sources of funding are devoted to economic development and the rehabilitation of neighborhood facilities. These and a wide range of job training and human services programs operating at the direction of the Mayor and the City Council, are funded under the Housing and Community Development Act, the Community Services Block Grant, the Stewart McKinney Homelessness Assistance Act and the Job Training Partnership Act.

Funds are also allocated money from the Housing and Community Development Block Grant to fund the housing programs now operated by the recently established Department of Housing Preservation and Production.

Controller

The City Charter establishes the Controller as an elected official and gives the Controller the responsibility for serving as the auditor and chief accounting officer of the City. The Controller is required to exercise general supervision over the accounts of all officers and departments of the City, including the independent departments of Airports, Water and Power, and the Harbor Department. The Controller prescribes the method and installation of accounting systems as approved by the Council, records and audits all receipts and disbursements; audits and approves all payments to employees, contractors or vendors before payment; and protects appropriations against overdraft or expenditure for unauthorized purposes. The Controller centrally prepares payrolls and maintains records of payroll deductions for employee participation in group insurance, medical service, and other voluntary activities. The Controller acts as custodian of all official bonds, except that of the Controller.

The Controller prepares the official financial reports for the City and submits them to the State Controller and Bond rating agencies. Monthly and yearly financial reports are submitted to the Mayor and Council.

In accordance with the Charter, the Controller submits to the Mayor the estimated revenue for budget purposes (other than property taxes) for the City. Also, computation of the City tax rate for each year is prepared for the City Council.

Internal auditing of all departments is done by the Controller. Audit reports are submitted to the department heads, the Mayor, the City Council and are available to the public.

The City Controller is also the Controller for the following governmental agencies:

- Los Angeles Coliseum and Sports Arena.
- Los Angeles Convention and Exhibition Center Authority.
- Community Redevelopment Agency of the City of Los Angeles.
- Parking Authority, City of Los Angeles (Los Angeles Mall).
- El Pueblo de Los Angeles Historical Monument (Plaza).
- South Central Los Angeles Multiservice and Child Development Center Agency.

Cultural Affairs Department

The Department is responsible for the operation of a number of arts centers throughout the greater Los Angeles area. The centers offer classes and programs in their respective communities and provide exhibition and performance space as well. Some are located next to cultural and historic architectural monuments such as the Watts Towers and Frank Lloyd Wright' s Hollyhock House. It is these monuments, and a variety of other structures which have cultural and historic significance, that the Cultural Heritage Commission (under the auspices of the Cultural Affairs Department) strives to preserve and protect.

Another adjunct to the department, the Cultural Affairs Commission, is primarily responsible for approving the design of any structure being built on or over City property.

Additional support for cultural groups and organizations is provided through the awarding of grants managed by the department.

The department also sponsors, co-sponsors or otherwise lends support through loaning of equipment and providing technical assistance to a variety of cultural activities, programs and events.

Overall, the Cultural Affairs Department strives to encourage, support, organize and fund those activities which contribute to the continuance and development of the cultural and artistic aspects of life in Los Angeles.

Faculty locations are as follows:

Main Office .....(213) 485-2433
433 S. Spring Street, 10th Floor
Los Angeles, 90013

City Hall Bridge Gallery/West Los Angeles
City Hall Gallery/City
Art Collection.....(213) 485-4581

Barnsdall Arts Center, Barnsdall
Art Park.....(213) 485-2116
4800 Hollywood Boulevard, Los Angeles 90027

Junior Arts Center, Barnsdall
Art Park.....(213) 485-4474
4814 Hollywood Boulevard, Los Angeles 90027

Hollyhock House, Barnsdall
Art Park.....(213) 485-4580
4808 Hollywood Boulevard, Los Angeles 90027

Los Angeles Municipal Art Gallery,
Barnsdall Art Park.....(213) 485-4581
4804 Hollywood Boulevard, Los Angeles 90027

Performing Arts Program,
City Hall .....(213) 485-2437
433 S. Spring Street, 10th Floor, Los Angeles 90013

Gallery Theatre, Barnsdall
Art Park.....(213) 485-2437
4804 Hollywood Boulevard, Los Angeles 90027

Triforium, City Hall Mall.....(213) 485-2437
Temple and Main Streets, Los Angeles 90012

Folk Arts Program, City Hall.....(213) 485-6759
433 S. Spring Street, Los Angeles 90013

Photography Centers
Los Angeles Photography
Center.....(213) 383-7342
Encino Photography
Center.....(818) 748-7266
Peck Park Photography
Center, San Pedro .....(310) 548-7580

McGroarty Arts Center .....(818) 352-5285
7570 McGroarty Terrace, Tujunga 91042

Watts Towers Arts Center .....(213) 569-8181
1727 E. 107th Street, Los Angeles 90002

William Grant Still Arts.....(213) 734-1164
2520 West View Street, Los Angeles 90016

Cultural Affairs Commission.....(213) 485-2433

Cultural Heritage Commission.....(213) 485-2433

Murals Program.....(213) 383-7342

Employee Relations Board

The functions of the Employees Relations Board include determining representation units for City employees, arranging for election in such units, determining the validity of charges of unfair practices by management or employee organizations, maintaining lists of impartial third parties for use in the resolution of impasses, and arbitration of grievances, and acting

upon requests for mediation or fact-finding in the resolution of impasses. The Board is authorized to conduct investigations and hold public hearings on all matters relating to the composition of representation units and unfair employee relation practices.

Environmental Affairs Department

The City of Los Angeles Environmental Affairs Department is an independent City department supported by a five-member Environmental Affairs Commission. The Department recommends environmental policies to the Mayor and City Council and implements and coordinates adopted policies and programs. The Department also represents the City on environmental issues. It serves as a liaison among other City departments and environmental agencies coordinating unified approaches to critical environmental issues. Additionally, the Department provides a Public Information Clearinghouse, providing information and referrals about environmental programs and services.

Fire Department

This Department provides Class-I fire protection and rescue services for more than three million Los Angeles citizens. Through contractual agreement, this service is also provided to the City of San Fernando. To insure this high level of professional service, the Department is divided into five main bureaus which perform separate vital functions.

The Bureau of Fire Suppression and Rescue, the Department's largest, has approximately 2,400 uniformed members. These officers and firefighters perform the traditional fire-fighting duties of controlling and extinguishing injurious and dangerous fires. This Bureau also conducts fire prevention and pre-fire planning inspections.

The Bureau of Fire Prevention and Public Safety also protects lives and property. To this end, this Bureau is comprised of fire inspectors and fire prevention engineers who have the responsibility under State law and City ordinances for approval and inspection of all major buildings and manufacturing processes in order to diminish the threat of fire and life hazards. This Bureau is responsible for a variety of occupancies which include schools and churches, institutions, public assemblages, and industrial/ commercial. The Fire Department's Arson Section is also a part of this Bureau and handles investigations of major, as well as suspicious fires.

The Bureau of Emergency Medical Services is staffed by approximately 350 paramedics. These paramedics provide vital emergency medical services which further extends the Department's commitment to provide greater lifesaving aid for victims of trauma or sudden illness.

The Bureau of Support Services provides for the general functions of training, communications dispatching emergency resources, and the logistical needs of supplies and apparatus/equipment engineering and maintenance. These services support the overall mission of the Fire Department.

A major division in this Bureau is the Communications and Information Systems Division. Operations Control Dispatch Section (OCDS) is extensively involved in communications and dispatching Fire Department personnel and equipment to emergencies. OCDS also coordinates the status of fire companies and ambulances in the field.

The fifth major bureau is the Bureau of Administrative Services which contains the Accounting Services Section, Management Services Section, Maps and Drafting Unit, Personnel Services Section, Manuals and Orders Section, and the Photo/Video Services Section.

General Services Department

The Department of General Services was established to provide centralized support services to City departments and bureaus, elected officials and non-City organizations, as provided by the Mayor and Council, in the activities of purchasing, materials management and warehousing; telephone and radio communications, mail and messenger services; repair and maintenance of the City's fleet equipment, including helicopters; testing of soils and construction materials; printing and duplication services; maintenance, construction and repair of City-owned buildings; property leasing and management of the Los Angeles Mall; custodial and security services for City facilities; coordination of special events and projects; and other such services as are directed by the Mayor and Council. The General Manager fills the Charter-established position of City Purchasing Agent.

Harbor Department

WORLDPORT LA is overseen by the Board of Harbor Commissioners, appointed by the Mayor to guide the 800 Harbor Department employees that work for the Port of Los Angeles. This policy of citizen control has helped shape the destiny of the Port, also known as WORLDPORT LA, now the number one port in the United States. When it became designated by the state as the Port of Los Angeles in 1907, the area was little more than mud flats. It has since grown into one of the most significant factors in Southern California's economy.

The Port consists of over 7,500 acres of land and water with more than 28 miles of waterfront and is one of the largest man-made harbors in the world. The City of Los Angeles operates the facility through the California Tidelands Trust Act.

The Port generates its own funds and does not use any tax dollars from the City's general fund. The Tidelands Trust Act states that all the money generated by the Port must be used to further commerce, navigation and fisheries. A major portion of the revenue generated goes toward the continual process of building and renovating the wharves, warehouses and other structures on the waterfront. The Port also funds a massive environmental program.

WORLDPORT LA is responsible for over a quarter-of-a-million jobs. The commerce on the waterfront in San Pedro Bay keeps the Southern California economy strong and diverse. Virtually every product on every shelf in every store in the LA basin passes through the Port. As the population of Southern California continues to grow, the Port is committed to building sufficient facilities to handle the increased demand that will be placed upon it by the general population for more consumer goods.

WORLDPORT LA has one of the most diversified arrays of facilities in the world. Any type of cargo can be efficiently moved through the Port, including passengers. The World Cruise Center is the busiest and most modern facility on the United States' West Coast moving hundreds of thousands of passengers each year to destinations in Alaska, Mexico and around the world.

Containerization is how more and more of the world's cargo is moved and WORLDPORT LA is the number-one container port in the United States. Inside these container boxes are all types of consumer goods including toys, tools, shoes, automobile parts, clothing, televisions, computers, and other consumer goods. Refrigerated containers transport fresh fruits, vegetables and meats. Over 2 million containers are moved each year along with millions of tons of crude oil, coal, jet fuel, gasoline, and other bulk commodities. Imported and exported goods coming from and destined for every corner of the globe cross the docks every year at the Port of Los Angeles.

One of the largest commercial fishing fleets on the West Coast makes its home at WORLDPORT LA along with thousands of pleasure boats. Ports O' Call Village is one of the favorite destinations for Southern Californias who want to go sportfishing or enjoy the excellent cuisine from one of the many restaurants, take a harbor cruise, or visit the different specialty shops, or just enjoy the sight of a giant ship making its way down the main channel on its way out to sea. The Port is also home to a salt water wildlife refuge and a youth camp where thousands of inner-city children come each year to enjoy the fresh air and waterfront activities offered by the camp. Cabrillo Beach is one of the only sand beaches located inside a harbor in the United States and is also a favorite spot for Southern Californians.

Department of Housing Preservation and Production

This Department coordinates, manages, and directs a variety of important programs for all communities which make up the City of Los Angeles. Using Federal, State, and local sources of funding, the Department proposes, develops, and implements

citywide affordable housing policy and promotes the production and preservation of affordable housing in the City. The Department assists the Affordable Housing Commission and City Council in evaluating the effectiveness of housing related public policies and programs, particularly those meant to serve low income, elderly or families.

Additionally, the Department is charged with the administration of the City's Rent Control Ordinance and Rent Subsidization Program. Information about this program is available at (213) 624-RENT. Other Department information is available at (213) 485-3406.

Human Relations Commission

The nine member Board of Human Relations Commissioners is appointed by the Mayor to assist in assuring all people of the City of Los Angeles full and equal participation in the affairs of the community. The Commission is organized into several committees and a community advisory council, carrying out various programs which foster positive relations within communities in the City. The Commission meets on the first Thursday of the month.

Department of Information Services

The Department furnishes centralized information and data processing services to user departments in systems design and implementation, computer programming, office technology, data processing, data storage and retrieval, data transmittal and display, access to education and user oriented tools, such as personal computers, and other services in support of the application of automated information handling techniques.

Library

The Los Angeles Public Library is one of the major circulating and reference libraries of the Western World. In concept and practice, it is one large library that is accessed at its Central Library in downtown Los Angeles, seven regional branch libraries, 55 community branches, and five bookmobiles. The Central Library has Municipal Reference libraries in City Hall, the Department of Water and Power, and the Police Department. LAPL has holdings of more than six million books and other materials. Its annual circulation is over ten million, and the Central Library alone answers more than five million questions each year.

In April, 1986, an arson fire destroyed much of the Central Library collection and caused the closing of the building. In May, 1989, the Central Library opened in temporary quarters located at 433 South Spring Street, Los Angeles.

In October, 1987, an earthquake caused the closing of four branch libraries. Three opened in temporary quarters in 1988. These locations are as follows:

Wilshire Branch,
316 N. Western Avenue.....(213) 467-7343
Stevenson Branch,
3500 E. Whittier Boulevard.....(213) 268-4710
Junipero Serra,
4301 S. Figueroa Street.....(213) 234-1685

Plans are underway to rehabilitate and expand the Central Library and to remodel or replace the earthquake damaged branches.

The information numbers and mailing addresses for Library Administration, Central Library, and the Regional Branches are:

Library Administration/Central Library,
630 W. Fifth St. .....(213) 612-3200
Central Region, 2700 W. 52nd St. .....(213) 292-0263
East Valley Region,
5211 Tujunga Ave. .....(818) 766-7185
Hollywood Region, 1623 N. Ivar Ave. (213) 467-1821
Northeast Region, 6145 N. Figueroa St. (213) 256-3178
Southern Region (Includes Mobile Services),
931 S. Gaffey St. .....(310) 548-7785
West Valley Region,
19036 Vanowen St. .....(818) 345-4393
Western Region,
11360 Santa Monica Blvd. .....(310) 477-9546

Los Angeles Convention Center Department

The City is responsible for the operation and maintenance of the Convention and Exhibition Center in accordance with the lease and leaseback agreements between the City of Los Angeles and the Los Angeles Convention and Exhibition Center Authority.

The Los Angeles Convention Center Department markets and rents the facilities of the Convention Center for conventions, trade shows, public shows, private functions, meetings, banquets and other special events. It operates the parking facilities, provides client services and maintains the entire complex.

Department of Pensions
(Fire and Police Pension Systems)

This Department administers the Fire and Police Pension System for all uniformed fire, paramedic and police employees and is responsible for the investment of pension funds in stocks, bonds, real estate and money market instruments.

Personnel Department

This Department recruits employees, holds competitive examinations, and establishes eligible lists for employment. It establishes rules and regulations governing the promotion, transfer, leaves of absence, removal, and reinstatement of City employees; administers the City's classification plan; administers the City's affirmative action and equal employment programs; and maintains a variety of employment records for all City employees. The Personnel Department assists other departments with in-service training, placement, and counseling; coordinates a City-wide suggestion award program; administers employee health and dental insurance and other benefit programs and the City-wide Wellness program; investigates grounds for removal or suspension of employees, conducts hearings, and verifies and approves payrolls. The Department administers pre-employment health examinations; administers a workers' compensation program, including vocational rehabilitation, for City employees; conducts an occupational health and safety program for City employees; and provides medical care for persons in custody of the Police Department. It also oversees the activities of the Child Care Coordinator who is responsible for pursuing and implementing the goals set forth in the City's Child Care policy; and administers the City's Trip Reduction/Commuter Services Program which includes ridesharing, vanpooling, mass transit subsidies and employee parking.

City Planning Department

The City of Los Angeles is guided in its land use development and infrastructure financing decisions by a series of planning documents, prepared by the Planning Department, which address population distribution, traffic circulation, public facilities,

location of housing, commercial and industrial facilities, and protection of the natural environment and the health, welfare, and safety of the general public. The role of the Planning Department is to recommend goals, objectives, policies and implementation programs to the Mayor and City Council, and, upon adoption, to implement and monitor them. Its mission is to promote the social, economic, physical, environmental and aesthetic well-being of the people of Los Angeles.

The Comprehensive Planning Bureau is responsible for long-range comprehensive advance planning, including the preparation and maintenance of the state mandated General Plan, an integrated, internally consistent and compatible statement of goals, objectives, policies, and implementation programs which provides a basis for rational decision making regarding the City's long-term physical development. It expresses the community development goals and embodies public policy in relation to the distribution of future land use, both public and private. When revised, the five components of the Comprehensive General Plan will include: 1) Balanced Growth Framework, 2) Primary Citywide Elements (Housing, Transportation, Air Quality, Infrastructure Systems, Conservation and Open Space Elements), 3) Secondary Citywide Elements (Noise, Public Facilities, Culture and Design and Safety Elements), 4) Thirty-five Community Plans which comprise the Land Use Element of the General Plan, and 5) Neighborhood (Specific) Plans. Each Community Plan guides the location and intensity of the private and public use of land within it. This includes such uses as housing, shopping, offices, industry, parks, schools, and public buildings and grounds. The Neighborhood (Specific) Plans create and implement detailed planning policies and programs for geographically specific and unique neighborhoods within a community plan area.

The Project Planning Bureau implements the General Plan by utilizing regulatory tools consistent with the City Charter and other State and Federal laws governing the regulation of use of land (zoning, subdivision and parcel maps, CEQA, and other regulations) to review and act or make recommendations on development projects to ensure compatibility of uses, to eliminate or minimize nuisances, and to set standards for the provision light and air and private and public safety. The Bureau provides support staff for the Planning Commission and the Board of Zoning Appeals; administers CEQA; processes private applications for development for conditional uses, site plan reviews, design reviews, zone changes, general plan amendments, variances, subdivisions and parcel maps, etc; and provides public information services through the operation of public counters in Downtown Los Angeles, the San Fernando Valley, West Los Angeles and San Pedro.

Police Department

This Department has the duty and power to enforce the penal divisions of the City Charter, the ordinances of the City, and the laws of the State and the nation for the purpose of protecting persons and property and for the preservation of the peace of the community. To these ends the department engages in patrol, prevention of crime, investigation of reported crimes, apprehension of suspects, the gathering and presentation of evidence, detention of unarraigned persons, regulation of traffic, investigation of traffic accidents, custody of property, and such staff services as are necessary to engage in these activities.

LIFE THREATENING EMERGENCIES.....911

NON-EMERGENCY:

Metro .....(213) 626-LAPD
Valley (Including
Sunland-Tujunga).....(818) 994-LAPD
Harbor.....(310) 832-LAPD
West Los Angeles
(Including Pacific).....(310) 45l-LAPD
Information Report Office.....(213) 485-7227
(818) 989-8121 X5-7227
Narcotics Hot Line.....1-(800) 662-BUST
Gang Hot Line.....(213) 485-GANG

Public Works Department
Board of Public Works

The Board of Public Works Commissioners administer over the Department of Public Works and are responsible for operation of the seven bureaus whose budgets are shown on succeeding pages. The Board manages such environmental-related projects as Operation Clean Sweep (including Anti-Graffiti), Integrated Solid Waste Management (commercial recycling), Office of Water Reclamation, and Hazardous/Toxic Materials. Its Public Information Office (PIO) provides public relations, media, community functions and develops educational programs and support services to enhance the Department's visibility. The PIO also coordinates community education programs in conjunction with City Council district offices. The Board also advertises and invites proposals for bids for tree trimming, street construction and resurfacing, street lighting, sewer maintenance and construction, etc.; awards contracts for the construction of public buildings; assists individuals and businesses in processing construction-related requests through City departments; provides for the use of minority contractors and the employment of minority individuals on City

contract jobs, and coordinates the issuance of permits for motion pictures, television and commercial filming within the City and on all City-owned property except for the Department of Airports.

A hot line into the Board office is available to the public in times of emergencies or to register complaints. The number is (213) 485-3719. The numbers for household hazardous waste disposal information are (213) 237-1634 or (818) 989-8121 Ext. 1634.

Public Works Department
Bureau of Accounting

This Bureau processes and maintains financial records for the Department of Public Works; designs, develops and maintains cost, grant, and project reporting accounting systems and sub-systems; coordinates usage of the City's Financial Management Information System within the Department; prepares accounting and budgetary reports on Department operations; and issues financial statements for the City's Wastewater System.

Public Works Department
Bureau of Contract Administration

This Bureau is responsible for quality assurance/ control and inspection of public works construction projects which include streets, bridges, sewers, storm drains, street lighting and traffic signals, public buildings, recreation and parks projects, airport facilities, water reclamation and sewage treatment plants and all other public improvements. Quality Assurance Inspection is also provided in manufacturing plants supplying materials such as concrete, structural steel, pipe, and specialized equipment used in these projects.

The Bureau's Office of Contract Compliance Division monitors all construction and nonconstruction contracts to achieve the following objectives:

(1) Compliance with the City's Affirmative Action Plan.
(2) Verification that contractors pay their employees prevailing wages.
(3) Meeting the desired goals and objectives for hiring Disadvantage/Minority Business Enterprise and Womens' Business Enterprise contractors on Federal and City funded projects.

The Bureau's Centralized Certification Administration processes, maintains, and monitors Minority and Women Business Enterprise Program Certification for all City departments.

Public Works Department
Bureau of Engineering

This Bureau prepares environmental assessments, preliminary designs, final plans, specifications and estimates; supervises plans and specifications prepared by private engineers and architects; checks plans and prepares structural, electrical, and mechanical engineering details; and prepares preliminary and final construction cost estimates for all streets, storm drains, sewers, treatment plants, bridges and other structures, buildings, service yards and related public improvements. It subsequently administers contract documents, construction engineering and certain other contractual relationships during construction.

Public counters are provided for research into City records, review of private projects and the issuing of permits for work involving the City's rights-of-way or public properties. This Bureau is responsible for the engineering features and standards of all privately developed subdivisions and tracts.

This Bureau acquires rights-of-way and easements required for City streets, sewers, storm drains, treatment plants, buildings, service yards, and other public facilities; examines titles and processes title transfers and property matters; purchases properties required for use by City departments; negotiates and administers short term rentals of property acquired by the City for public purposes; and sells excess City-owned properties. This Bureau administers the development of public improvements, financed by the basic assessment act procedures; spreads the cost of special assessments processed by the City in accordance with State laws, and City improvement and maintenance ordinances; provides assessment advisory services to the City Council and its Public Works Committee; maintains basic records of special assessment liens on real properties and of the final disposition thereof; and collects, accounts for, and distributes monies paid to the City for improvements or maintenance assessments.

This Bureau acts as coordinator with federal, state, and county agencies in matters pertaining to the financing, design and construction of public works facilities.

This Bureau is charged with the responsibility for all basic and project surveying, the preparation of all basic maps, and is the custodian of all records pertaining thereto. It is also the custodian of all original maps, plans, profiles, field books, estimates, records and other data relating to the public works with which the Bureau is concerned.

This Bureau conducts extensive hydraulic modeling research, and research into geology and soil conditions to support its design work. It also conducts research into all aspects of Public Works engineering, develops standard plans for its use in design, and distributes the same to the private sector for continuity and standardization.

Public Works Department
Bureau of Management-Employee Services

This Bureau administers a uniform Human Resource Management Program for the Department of Public Works. The program includes the coordination of activities such as employee relations, affirmative action, training, supervisory development, liaison personnel services for all Bureaus, suggestion awards, employee recognition programs, hiring and disciplinary actions, and the processing and maintenance of personnel records. Bureau staff also recommends policy to the Board of Public Works and develops, implements and ensures compliance with personnel directives and procedures, as well as compliance with civil service rules, Executive Directives, Personnel Ordinances, and appropriate State and Federal legislation.

Public Works Department
Bureau of Sanitation

This Bureau collects and disposes of household refuse and dead animals; operates landfill sites to dispose of refuse and acceptable wastes; and plans and arranges the design of refuse collection, recycling, and disposal facilities. A State mandate to reduce solid waste by one half led to establishment of an aggressive

recycling program to reduce landfill usage. A Household Hazardous Waste Program also permits the public to periodically dispose of hazardous chemicals commonly found around the home.

The Bureau controls the discharge of sewage, industrial wastes and storm waters into sewers, storm drains, open channels and navigable waters; inspects and maintains open storm water channels; maintains, operates and repairs all sanitary sewers, storm drains, culverts and appurtenant structures such as sewage and storm water pumping plants and sewer ventilating plants; and operates and maintains wastewater treatment plants, some of which reclaim water and produce electrical energy.

Requests for refuse collection and sewer services or information can be made by calling one of the following offices:

SOUTH CENTRAL DISTRICT
Headquarters,
786 South Mission Road.....(213) 485-4911

NORTH CENTRAL DISTRICT
Headquarters,
452 San Fernando Road.....(213) 485-4906

WESTERN DISTRICT
Headquarters,
2027 Stoner Ave., W.L.A .....(310) 312-8392

EAST VALLEY DISTRICT
Headquarters,
9701 San Fernando Road.....(818) 989-8521

WEST VALLEY DISTRICT
Headquarters,
8840 Vanalden Ave, Northridge (818) 989-8627

HARBOR DISTRICT
Headquarters,
1400 N. Gaffey St. San Pedro ....(310) 548-7655

EMERGENCY SEWER
OVERFLOWS .....(213) 485-5884
Night Emergencies .....(213) 485-5391
(4:00 p.m.-12:30 a.m.).....(213) 485-7575

PUBLIC RELATIONS.....(213) 485-6444

Requests for recycling information can be made by calling 1-800-CITY-SAN.

Public Works Department
Bureau of Street Lighting

This Bureau is responsible for management of all street lighting operations in the City of Los Angeles. The Bureau constructs, repairs, operates, and replaces street lighting on public streets and places; prepares plans and specifications for installation of new and replacement lighting systems; administers assessment districts for installation and maintenance of street lighting; investigates and orders the installation of utilitarian (safety) street lights; participates in the analysis and development of illumination techniques and standards.

For information call:.....(213) 485-5934

For street light repairs call:

Weekdays.....(213) 482-LITE
(818) 994-LITE

Nighttime and Weekends..... 1-800-821-5279
1-800-821-5278

Public Works Department
Bureau of Street Maintenance

This Bureau maintains, repairs, resurfaces and cleans improved streets, alleys, bridges, tunnels, pedestrian subways, and related structures. It provides limited maintenance for unimproved roadways and alleys; and abates or removes weeds, illegally deposited debris and other hazards from specified improved and unimproved public and private properties. The Bureau maintains street trees and landscaped median islands and embankments; inspects, trims, removes, replaces and sprays trees under both normal and emergency conditions; issues permits for tree removals, trimming, root pruning and planting; develops and maintains a street tree master plan and inventory; and administers tree trimming, planting, removal and landscaped median island maintenance contracts with private contractors. It enforces street use ordinances and inspects the movement of houses or oversize loads on City streets.

Requests for service or information can be made by calling (213) 485-5661 or (818) 989-8121.

Department of Recreation and Parks

This Department operates and maintains parks, playgrounds, swimming pools, public golf courses, recreation centers, a municipal zoo, recreation camps and educational facilities, and structures of historic significance; supervises all recreation activities at such facilities; and controls its own funds.

Special locations of interest are:

Banning House
401 E. M Street, Wilmington.....(310) 548-7777

Cabrillo Marine Museum
3720 Stephen White Drive,
San Pedro.....(310) 548-7562

El Pueblo Historic Park
845 N. Alameda Street, L.A.....(213) 628-7164

Los Angeles Zoo
5333 Zoo Drive, Griffith Park....(213) 666-4090

Maritime Museum
Berth 84, Foot of 6th Street,
San Pedro.....(310) 548-7618

Observatory
2800 E. Observatory Road,
Griffith Park .....(213) 664-1191

Travel Town
4730 Crystal Springs Drive,
Griffith Park .....(213) 662-5874

Social Service Department

This Department investigates and regulates solicitations for charitable projects, grants endorsements to qualified charitable agencies, and determines eligibility of charitable organizations for exemption from payment of license and permit fees. It also investigates applicants, issues licenses, and regulates the conduct of bingo games in the City of Los Angeles.

The public information number is (213) 485-5003.

Telecommunications Department

This Department is responsible for all telecommunication related matters including cable television enforcement, negotiation and administration of franchises, and municipal cable programming and utilization. This Department has authority and responsibility for overall coordination of City telecommunications (e.g. voice, video, data and radio) long-range plans and policies. It administers all telecommunications licensing and franchising matters including all franchise enforcement and regulation, transfers and renewal, analysis and recommendations on all proposals dealing with cable and telecommunications franchising. The Department has the responsibility to develop and coordinate municipal uses of cable television for public information dissemination, it coordinates and operates the City's cable channel, LA Cityview Channel 35, and develops other applications involving the use of cable technology. It coordinates all technical matters involving cable as a telecommunications medium for both public and internal purposes. The Department also has full authority for coordinating City telecommunications activities and developing joint applications with the private sector and other governmental entities.

Transportation Department

This Department is responsible for the development of plans to meet the ground transportation needs of the traveling public and commerce; it has centralized authority over the conceptual planning and operation of the City's streets and highways system; and it provides a primary interface with the other government agencies on transportation matters. The Department studies traffic

problems; analyzes the effect of new development on parking and highway needs; designs, installs and maintains traffic signs, signals, parking meters, street name signs, line striping and other transportation control devices; develops and operates bus transit programs for the general public and the elderly and disabled; coordinates the development of off-street parking; enforces parking regulations; collects parking violations revenues; collects parking meter revenues; provides for intersection control; provides crossing guard services at public and parochial schools; provides public utility regulation through investigation of services and rates of the privately owned public utilities, such as taxicabs, ambulances and sightseeing vehicles; and prepares and enforces provisions of franchises.

Treasurer

The Treasurer receives and is the custodian of all funds of the City and affiliated entities and disburses such funds pursuant to the City Charter and other statutory provisions; causes interest to be earned on funds that are not immediately needed; receives and is the custodian of all securities of the City and affiliated entities; delivers general obligation bonds and issues district and street improvement bonds; pays the principal and interest of revenue and general obligation bonds; is the paying agent for district revenue bonds and is a paying agent for revenue bonds issued by departments of the City. The Treasurer collects payments of principal and interest on district and street improvement bonds, and disburses these amounts to bondholders.

Department of Water and Power

This Department under the City Charter is responsible for supplying the City and its inhabitants with water and electric energy by constructing, operating, and maintaining works extending throughout the City and to Inyo and Mono Counties to import water and electric energy and to other western states to import electric energy; fixes rates for water and electric service subject to approval of the Council by ordinance.

CONSERVATION
Metro Area .....(213) 481-5800
San Fernando Valley Area 1-800-722-1122

Customer Service
Metro Area .....(213) 481-5411
West L.A./S.F. Valley,
Harbor.....1-800-DIAL-DWP

Electric Trouble
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.....1-800-821-5279

WATER TROUBLE
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Western District Office .....(213) 481-6973
Harbor District Office.....(310) 831-8807
East Valley District Office.....(818) 909-3921
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